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History

PROCUREMENT OF SQUADRON PATCHES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 84-1, *Historical Information, Property, and Art*. The provisions of this instruction apply to all squadrons assigned to the 3rd Wing (3WG). This instruction establishes policies and procedures governing the procurement of authorized squadron patches. This publication does not apply to the US Air Force Reserve or Air National Guard units and members.

1. Procurement of Squadron Patches. This instruction provides proper procedures required in procuring officially authorized Air Force squadron patches. **NOTE:** Artistic changes in color, content, or detail are not authorized. Patches/emblems can only be changed after approval from the AF Historical Research Agency. The first step in the approval begins with the 3 WG History Office (3 WG/HO).

1.1. All squadrons interested in ordering squadron patches must first contact the 3 WG/HO.

1.1.1. The 3 WG/HO will provide the squadron with the approved artwork and cable numbers (thread color codes).

1.1.2. In the event the squadron does not have an approved squadron patch/emblem, the 3 WG/HO will advise the unit commander on the proper procedures for requesting one.

1.2. The squadron must then decide on what vendor they wish to order from. A list of suggested vendors is available at the 3 WG/HO.

1.3. Payment for all patch orders under \$2,500 will be done with the IMPAC Card.

1.4. After the squadron has selected a vendor, they must accomplish the following:

1.4.1. Decide on the quantity required, based on squadron needs and price per unit, as quoted by the vendor. Most vendors provide a volume discount.

1.4.2. Request a first run option from the vendor. A first run option is mandatory to ensure the unit receives the proper patch. When reordering additional patches from the same vendor, you do not need the first run option. A first run option is a sample patch produced before the entire order

is started. The primary purpose is to provide the squadron the opportunity to ensure the patch meets standards prior to ordering.

1.5. Patch Specifications:

1.5.1. All flying squadron flightsuit patches will be 3.5 inches in size. The decision on how and who will install the Velcro on the patches is an individual unit decision. Purchasing the Velcro from the vendor may impact the unit price.

1.5.2. All subdued squadron patches will be 3 inches in size.

1.6. Once an agreement has been made and an order placed with a vendor, the squadron must:

1.6.1. Wait for the delivery of the first run patch.

1.6.1.1. When the first run patch is received, it must be reviewed by the 3 WG/HO. The historian will inspect it for proper color, detail, and accuracy in comparison to the original artwork.

1.6.1.2. If the historian conveys that it is acceptable, contact the vendor and request they fill the order.

1.6.1.3. If everything is not acceptable, the Historian will identify all discrepancies to the squadron, who will in turn provide them to the vendor and request a new first run patch.

1.6.1.4. Continue the above step until you receive an acceptable patch.

2. Procurement of Wing and MAJCOM Patches:

2.1. The 3 OG/CCE is responsible for all acquisition and distribution of 3 WG flightsuit patches.

2.2. The 3rd Supply, Individual Issue (Arctic Issue), remains the source for official procurement of the PACAF subdued and non-subdued patches.

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